

2006

## Centennial Library 2005-2006 Annual Report

Cedarville University

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**Centennial Library  
Cedarville University**

***Annual Report  
2005-2006***

**September, 2006**

**Centennial Library  
Cedarville University  
Annual Report  
2005-2006**

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**Centennial Library  
Cedarville University  
Mission Statement**

In their service to the University community and support of the mission of Cedarville University, it is the Mission of the staff of the Centennial Library to demonstrate leadership in providing for our users an effective gateway to the world of information access and use. Within this mission the goals of the Library are:

- to develop collections and access to resources that meet the program support needs of its academic community.
  - to design and deliver services that empower its users to utilize information resources and technologies independently, critically, and efficiently.
  - to provide a physical and personal environment that enhances the educational experience.
  - to invest resources in the provision of adequate staff who are properly oriented, trained, developed, and evaluated.
  - to participate in the broader regional, national, and international resource sharing community.
  - to advance the image and awareness of the Library, its resources, its services, and its staff.
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**Centennial Library  
Cedarville University  
Vision Statement**

*The Vision for the Centennial Library at Cedarville University is to pursue excellence as an advanced multi-media information resource center with a pervasive presence in our academic community. To this end, we will strive:*

- *to pursue the employment and development of skilled information, media, and service specialists.*
- *to assure a balanced multi-format, multi-sourced information resource environment.*
- *to advance aggressive user education and instructional design support programs.*
- *to cultivate a progressive, change-oriented administrative and operational climate.*

**Centennial Library  
Cedarville University  
Annual Report 2005/2006**

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**Selected Accomplishments, 2005/2006**

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**LIBRARY FACULTY MEMBER IS INDUCTED INTO HONOR SOCIETY**

*Greg Martin, Curriculum Materials Center Librarian, was inducted into Beta Phi Mu, the international library science honor society. The organization was founded in 1948 by a group of leading librarians and library educators to recognize and encourage scholastic achievement among library and information studies students. The motto, *Aliis inserviando consumor*, meaning "Consumed in the service of others" was selected by the founders based on the concept of dedication of librarians and other information professionals to the service of others. Induction into the society requires the recommendation of the faculty at the school awarding the masters degree in library science, which Greg completed in early 2005, and a minimum grade point average of 3.75 for the complete masters degree program.*

**LIBRARY FACILITY UPGRADES CONTINUE WITH THE ADDITION OF NEW CASUAL FURNITURE**

The fiberglass casual furniture, a fixture in the Centennial Library since its construction in 1987, is now a thing of the past. Those units were replaced throughout the Library with comfortable individual seating, some with tablet arm inserts to accommodate laptop computers. In addition, several round group study tables have been placed in the casual reading area at the entrance to the Library. The addition of this new casual furniture completes the current project of upgrading of the Library facility begun in 2002. This project has involved upgrading restrooms, replacing most of the carpeting, replacing selected furniture, re-configuring the reference area, re-painting a number of public and office areas, expanding network and electrical service, adding public access computers, and providing e-mail "e-check" stations.

**LIBRARY HOURS EXPANDED**

In response to student input about Library service hours and with the availability of resources to respond, the Centennial Library hours on Monday through Thursday were extended to 11:30 p.m. for the 2005/2006 academic year.

As long as the Library is able to respond to changes in student regulations, the current policy for Library hours during the Fall and Spring semesters is for the Library to close one-half hour before student curfew on Monday through Thursday. With these additional hours, the Library is now open 87.25 hours per week.

## **LIBRARY REPRESENTED IN HOMECOMING WEEKEND EVENTS**

### **Cardboard Canoe Race**

Initiated by a team of six student Library assistants under the direction of **Jennifer Myers**, *Circulation Services Manager*, the Centennial Schooner was the first ever Library department entry into the Engineering Department's annual cardboard canoe race, held on Friday, October 7<sup>th</sup>. The well-designed and built cardboard canoe, expertly piloted by three student Library assistants completed the entire course, well outpacing most of the other departmental entries as well as a number of the entries from the Engineering students. The canoe met an ignominious end in the demolition derby when most of the canoes of the engineering students set their sights on the Centennial Schooner. Thanks goes to **Erin Cahilly**, **Doug Conway**, **Jenny Eby**, **Elisabeth Hinks**, **Nathaniel Miller**, and **Dennis Nangle** for the time and effort committed to the design, construction, and piloting of the Centennial Schooner.

### **Homecoming Parade**

On Saturday, October 8<sup>th</sup>, the Centennial Cartwheelers made their debut in the Homecoming parade. This highly skilled book cart drill team entertained those along the parade route with the precision routines led by Sergeant Major **Andi Mounts**, *Assistant Circulation Services Manager*. The team was supported by a cast of Library personnel and family members who distributed candy along the route. A support vehicle trailing the drill team provided the music. This effort, conceived by **Greg Martin**, *CMC Librarian*, was several months in preparation, including drill team practices in the parking lot, costume design and sewing, book truck design and transformation into large "books," and the efforts of the AV Services staff in providing the equipment for music and amplification. Nearly the entire Library staff had some part in the effort. Although the drill team was not eligible for a parade award, they were given a "shout out" from the Office of Campus Activities for their efforts.

## **PLASMA SCREEN TV ADDED TO INFORMATION COMMONS LOUNGE**

Live information programming is now available in the Library with the addition of a 42 inch plasma screen television in the Information Commons Lounge on the upper level. The plasma screen is part of a continuing effort to provide information in relevant ways to our students. A dish satellite television system and an advanced computer control system were also installed, allowing the remote control of programming and sound. The system also allows for

plasma screens to be added at other locations in the Library on both levels. The screen is generally on after chapel each day until one-half hour before closing, and for most of the day on Saturday. The system is currently tuned in to Fox News, but is switched to other channels from time to time for special events.

### **ASSISTANT DIRECTOR FOR MEDIA SERVICES HAS ARTICLE PUBLISHED**

An article written by **Carl Brandon**, *Assistant Library Director for Media Services*, was included in the Spring/summer 2005 issue of the College & University Media Review published by the Consortium of College & University Media Centers. The article, entitled “Media Services at Cedarville University” is part of a Center Focus series in the journal. The content of the article includes an institutional history and profile of the University, a history of Media Services and classroom support at Cedarville, a description of today’s media services support services on the campus, some thoughts on service, and a review of lessons learned.. Accompanying the article were photos of some of the campus classroom technology installations and several of the AV Services classroom support staff.

### **USER EDUCATION LIBRARIAN HAS ARTICLE PUBLISHED**

An article written by **Rory Patterson**, *User Education Librarian*, was included in the 2006 issue 1 of The Christian Librarian, the journal of the Association of Christian Librarians. The article, entitled “Connecting ethics to action: an introduction to ethical decision making,” focuses on the use of and training in EDM (ethical decision making) to address ethical dilemmas in library operations. The article describes EDM, offers ways in which the model can be used by libraries, and how a library staff can be trained in using elements of the model.

### **LIBRARY AUTOMATED SYSTEM UNDERGOES MAJOR UPGRADE**

During March, 2006, Library staff in cooperation with Innovative Interfaces (III), the Library systems vendor, completed a major upgrade of the systems software to the new web-based and Java-based Millennium version. The upgrade involved migration from the current text-based version of the III software to the web-based version for acquisitions, cataloging/database management, serials control, management reports, web access management, and a web on-line catalog refresher service. The Library has been using the Millennium version of the circulation system for several years. The new software provides for access to system functions from a web-based graphical client. Selected Library staff were involved in three days of on-site training on the use and applications of the new software.

### **BOOK SALE PROFITS DONATED TO NEW ORLEANS LIBRARY**

As part of the University effort to assist the victims of hurricane Katrina, the Library staff decided to donate the profits from the annual National Library Week book sale to a high school library in New Orleans. The University had sent a team to the Benjamin Franklin High School in New Orleans to provide assistance in cleaning up the school after the devastation of the hurricane. The team removed the entire damaged gym floor and removed many of the damaged books from the Library. Since most of the contents of the library were destroyed, funds were needed to replace books and resources. The Centennial Library staff wanted to do their part, and thus the decision to send all the profits from the book sale to purchase materials for the Benjamin Franklin High School Library. The book sale was very successful this year, and as a result a check for \$2,641.05 was sent to the high school. *[See thank you letter in Exhibit B]*



## Staff Highlights

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### ***FACULTY/STAFF CHANGES***

- Three new Library staff members began their service:  
**Becky Hayes**, *Circulation Services Manager*  
**Josh Heinrich**, *AV Services Technician*  
**Lori Myers**, *AV Services Office Coordinator*
- One Library faculty member and two staff members resigned:  
**Susan Winn**, *Reference Librarian*  
**Terry DeLong**, *AV Services Office Coordinator*  
**Jennifer Myers**, *Circulation Services Manager*
- One staff member completed her Library service as she transitioned to the Center for Teaching and Learning for 2006/2007:  
**Dara Fraley**, *Production Specialist*

### ***SELECTED FACULTY/STAFF ACCOMPLISHMENTS***

- Two Library faculty members received a University service award:  
**Tonya Fawcett**, *Assistant Library Director for Reader Services* - 10 years  
**Susan Winn**, *Reference Librarian* - 5 years
- Awarded a *Certificate of Recognition for Distinctive Service* to the **Centennial Cartwheelers Book Cart Drill Team**, which participated in the 2005 Homecoming parade. The award was given in recognition for their unique advancement of Library awareness through a commitment to regular practice, the development of innovative routines, and a creative presentation during the 2005 University homecoming parade. A total of 16 Library faculty and staff, and some of their spouses, participated in this project.
- Presented the **SOAR award** [*Student Outstanding Achievement Recognition*] to a student Library assistant. The SOAR award is presented periodically to a student assistant who demonstrates leadership, creativity, service, initiative, or performance that exceeds the normal expectations of his or her job description. The award includes a bronze eagle, the placement of the recipients name on a master award plaque, and recognition in Library and campus

publications. The recipient of this year's **SOAR** award was **Nathaniel Miller**, a senior serving in Circulation Services.

Nathaniel has demonstrated exceptional service in three distinct ways. First, he has made a name for himself because of his extraordinary willingness to take on work shifts as a substitute for his fellow student workers. Second, he voluntarily developed a system to track interlibrary loan and OhioLINK statistics electronically. Third, he also volunteered to be trained in another department of the library to meet their needs on crucial days of the year, such as Homecoming. His willing service has drawn the attention and appreciation of staff throughout the library.

For the second year the **StAR** award [*Staff Achievement and Recognition Award*] was presented. The recipient, selected from nominations made by Library faculty and staff, is chosen by an awards committee using one or more of the following qualities:

- ✓ provides quality service to staff and patrons with a spirit of Christian servanthood.
- ✓ presents a favorable image of the Library both inside and outside the University.
- ✓ demonstrates and encourages teamwork.
- ✓ promotes a constructive and congenial work environment.
- ✓ seeks to be creative and innovative in job performance.

The recipient of this year's award was **Jennifer Myers**, Circulation Services

*Manager.*

- With a continued emphasis on **Library professional development**, during 2005/2006, nine Library faculty and staff members attended 17 different certificated or credit workshops and courses, focusing on software training, skills enhancement, cataloging skills, and professional development. This brings the total number of these activities to over 150 since the year 2000. *[See Exhibit A]*
- *Under the direction of Greg Martin, CMC Librarian*, the Centennial Library hosted the spring workshop of the Curriculum Materials Center Interest Group of the Academic Library Association of Ohio. The workshop, entitled *Planting Seeds for Professional Growth*, was planned by Greg with invaluable assistance from **Lynne Funtik**, *Senior Reference Librarian*. Twenty-four librarians from Ohio, Michigan, Kentucky, and Kansas attended the event, which featured four sessions and a business meeting.
- **Wes Warriner**, *AV Services Senior Technician*, attended a week-long Crestron Essentials of Programming School at the Crestron Technical Institute in Illinois. In addition, for the second year as a result of his performance in the ICIA training program, Wes, along with other technicians from around the country, was invited by to be a volunteer technician at InfoCOMM in Las Vegas supporting the teaching venues at the conference. ICIA paid for all of the expenses for this week-long assignment.
- **Josh Heinrich**, *AV Services Technician*, completed the certified technician specialist program (CTS) on-line and successfully passed the final test to receive his CTS certification.
- One Library staff member was involved in an MIS ministry. **Tricia Walker**, *Reader Services Technical Coordinator*, co-led a team to Israel for 4 weeks in May and early June.
- **Library Student Assistants** worked 11,830 hours, representing an equivalent of almost 6 full-time staff members. About forty percent of the Library's service hours are under the direct supervision of Student Assistants and their Student Shift Leaders
- Graduated 18 senior Library Student Assistants.

### ***FACULTY/STAFF TEAM***

Provided service during the 2005/2006 academic year with the following faculty and staff:

#### Library Faculty:

Lynn A. Brock, M.L.S., Director of Library Services, 1969-  
Jan M. Bosma, M.L.S., Associate Director of Library Services, 1982-  
Tonya Fawcett, M.L.S., Assistant Director for Reader Services, 1993-  
Carl D. Brandon, M.A., Assistant Director for Media Services, 1992-

Julie Deardorff, M.L.I.S., Assistant Director for Collection Services, 1996-  
Lynne M. Funtik, M.L.I.S., Senior Reference Librarian, 1994-  
Gregory A. Martin, M.L.I.S., Curriculum Materials Center Librarian, 2002-  
Rory L. Patterson, M.L.I.S., User Education Librarian, 2000-  
Susan Winn, M.L.S., Reference Librarian, 2000-2006

Full-time staff:

Fran Andrews, Library Office Manager, 1981-  
Michal Bader, B.R.E., Staff Cataloger, 1994-  
Scott Deetz, B.A., AV Services Manager, 1999-  
Terry DeLong, B.S., AV Services Office Coordinator, 1999-2006  
Linda Divan, B.A., Senior Cataloger, 1977-  
Dara Fraley, B.S., ITAS Production Specialist, 1996-2006  
Joshua Heinrich, B.S., AV Services Technician, 2005-  
Laura LeMaster, Serials Technical Assistant, 2005-  
Rachel Johnson, Collection Services Technical Assistant, 2002-  
Andrea Mounts, B.A., Assistant Circulation Services Manager, 2004-  
Jennifer Myers, B.A., Circulation Services Manager, 2001-2006  
Luann Nicholas, B.A., Interlibrary Services Coordinator, 1986-  
Dianne Seals, B.A., MRC Graphics Technical Assistant, 1993-  
Patty Stutes, Media Resource Center Manager, 1988-  
Tricia Walker, B.A., Reader Services Technical Coordinator, 1997-  
Wesley Warriner, B.A. Senior AV Services Technician, 2001-

Library Student Assistants:

46 Students

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## Service Highlights

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Continued our involvement with the **OhioLINK PCirc direct borrowing** system with over 11,930 PCirc transactions. Cedarville faculty and students borrowed a total of 6,660 items from other OhioLINK institutions, and those at other Ohio institutions borrowed 5,270 items from Cedarville. The 42% drop in OhioLINK circulation is primarily attributed to a change in the loan priority status with OhioLINK resulting in a significant

decrease in requests from OhioLINK for OhioLINK patrons—almost 7,000 less loans than in 2004/2005. Cedarville became a net lending institution and thus was placed in a lower priority group for receiving lending requests. For 2006/2007, we have again been placed in the high priority group—a net borrowing institution-- which will result in lending levels to OhioLINK patrons returning to levels similar to 2004/2005. [See Table 1]

- **Docutek electronic reserves system** continues to be used heavily by students and faculty. The number of “checkouts” by students was 17,914, a 15.7% decrease from 2004/2005. **Total reserve materials usage ( print and electronic)** was down by 11%.

- The number of **electronic databases** available to our faculty and students increased to 182. Most of these databases are provided through arrangements with OhioLINK. The top 10 databases, by the amount of usage, accounted for more than 167,000 searches by our patrons, up 2% over 2004/2005 for those same databases.

- Reader Services staff scheduled and taught **97 user education sessions**. The program serviced 45 faculty members in all the academic departments and the graduate program. Had contact in these sessions with total of 1,206 students, either in person or on-line. In addition, the CMC Librarian entertained a total of 23 classes, meeting in the CMC for orientation and instruction.

- Providing **reference service** involves a variety of venues including standard reference service answering questions, “Ask-a-Librarian” on-line reference services, and IRS, or Individualized Research Services. A total of 4,354 interactions were completed during 2004/2005, down 21% from 2004/2005. Part of this drop is attributable to the availability of fewer hours of reference desk service because one of the reference librarians, Susan Winn, was on maternity leave for most of the Spring semester. The total interactions included answering 4,219 reference questions, 76 Ask-a-Librarian on-line inquiries, and providing 59 IRS (individualized research ) consultations. Those 59 IRS interactions consumed almost 98 hours of reference staff consultation time.

- Began **IM (instant messaging) chat reference service** during the Fall semester as a test program. While the number of sessions was not recorded for the Fall term, during the Spring semester, 47 IM chat sessions were held. There was enough evidence that this method is effective to merit continuing the service.

- In addition to OhioLINK, handled a total of 1,760 lending and borrowing transactions in **Interlibrary Services**. Total transactions by Interlibrary Services, including OhioLINK, were 13,690.

- Continued to provide on-line Library user education using **WebCLIP**, the *Centennial Library Instructional Pages* on-line, involving DreamWeaver software. The WebCLIP video and Library map were replaced with an interactive map including pictures, descriptions, and locations for all areas in the Centennial Library. WebCLIP was used in 16 of the user education sessions

serving 214 students.

- Prepared detailed **library resources reports for accreditation** self-studies in the Education and Engineering departments.
  - Under the direction of Greg Martin, CMC Librarian, developed a **Children's and Young Literature Database** for CMC users. This database was inspired by *ResourceFinder* (designed by Susan Winn, Reference Librarian) and built by Mark Mazelin of Computer Services. The database can be viewed at <http://www.cedarville.edu/cf/library/childlit/>.
  - Of the 216 teaching faculty, 146 (68%) participated in the **selection of materials for the Library collection** during the academic year, a ten year high for the percentage of involvement. Faculty in all departments did participate with a low of 33% involvement to a high of 100%. The Education and Language and Literature departments had 100% involvement.
  - **Classroom technology installations** supported by AV Services continue to increase with the support and maintenance of technology installations in 119 classrooms, labs, conferences rooms, and board rooms. During 2005/2006, 6 new technology installations and 12 technology classroom upgrades were completed.
  - AV Services completed 999 **equipment set-ups**, with an error rate (missed set-up) of only 0.2%, the lowest ever. The goal is an error rate no higher than 0.5%.
  - AV Services staff created an **ACCESS software database** which includes the technology inventory in all University classroom venues. Current inventory totals almost \$1,100,000.
  - AV Services **classroom problem reports** totaled 291, down 33% from 2004/2005. Over 40% of these problems were discovered by AV Services staff on their daily rounds and resolved before faculty even knew about them.
  - AV Services staff provided 587 **check-outs of media equipment** to faculty, staff, and students.
  - For the 13<sup>th</sup> year, continued to publish the **Centennial Library E-News**, distributed electronically to all faculty and staff 4 times during the academic year.
  - Celebrated **National Library Week** for the fourth year, with a number of activities and promotions, including the annual Library book sale. The book sale took in \$2,641, which was sent to a needy library in New Orleans. [See *Selected Important Accomplishments*, page 4 and *Exhibit B*.]
  - Received approval to **replace all the casual furniture in the Library**, all of which dated to the opening of the Library building in 1987. In cooperation with the designers at Library Design Associates, new furnishings were selected to suit a variety of uses and locations. [See *Selected Important Accomplishments*, page 2.]
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## Operations Highlights

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- Continued the preparation of **Personal Work Development Plans** for all Library faculty and staff as part of our service quality and performance management program. All Library staff and faculty prepare and review annually Personal Work Development Plans as part of the PASport Performance Assessment Program.
- As part of the **PASport program**, completed the fourth year of Library faculty and staff performance assessment
- Continued patron feedback assessment with the **Senior and Freshmen Library Surveys**. The response rate for Seniors was 40.2% and for Freshmen was 44.6% The results of the survey are being reviewed for appropriate responses as part of the Library assessment program.
- Developed a **Workplace Satisfaction Survey** for the library faculty and staff which was completed on-line. Results indicate a strong satisfaction with the general and personal work experience in the Library. The average mean for the complete survey was 1.72 on a 5 point scale, with "1" being "strongly agree" and "5" being "strongly disagree." The results of the survey are being reviewed for appropriate responses as part of the Library assessment program.
- Piloted the use of **WebCT** in the CMC as a communications tool between the CMC Librarian and the Library Student Assistants. WebCT is being used for discussions and memos, the work schedule, the Student Assistant manual, shelf-reading assignments, special projects, and many of the forms used throughout the year in the CMC. At least one other Manager has already implemented WebCT use with his Student Assistants.
- Added 7,448 items to the **collection**, including 6,147 volumes to the book collection, 723 volumes to the bound periodical collection, and 789 items to the media collection. *[See Tables 2 & 3]*
- During the fiscal year, 5,042 books and 400 media items were **purchased for the collection**. The average cost for a book was \$40.88, down 10.7% from the average of \$45.70 in 2004/2005.
- Expenditures for **Library materials** exceeded a half million dollars (\$509,276), up 4.8% over 2004/2005. *[See Table 4]*
- The annual investment in **electronic databases and full-text resources** has been rising rapidly over the last few years. Expenditures for 2005/2006 totaled \$134,982, up 102% since 2001/2002, and up almost 7% over 2004/2005. *(See Table 4)*
- New **print periodical subscriptions** for the academic year totaled 42; 11 titles ceased publication, were discarded, or were discontinued, bringing the number of print subscriptions to 964. The Library provides access as well to over 6,000 full-text journal titles on-line.

- A total of 2,214 **gift items** were received by the Library, in addition to 111 items received for the Curriculum Materials Center. Gifts included books, journals, computer software, and media. About 16% of these items were added to the collection. Most of the remainder became part of the annual Library book sale.
- A total of 254 items and 1 file box were added to the **Archives collection** including 16 books and media written by Cedarville University faculty or alumni. *[See Annual Report of the University Archivist - Exhibit C]*
- Continued the **upgrading of Library media, office, and computer equipment**. Using a combination of Library budget funds and general University funds, over \$139,000 was spent on computer, office, and media equipment. *[See Table 5]*
- Completed a **partial inventory** of the collection including the 000s, 100s, 400s, 500s, 600s, 700s, and 900s in the main collection, the reference and media collections, and most of the CMC collection. Of the 68,400 items inventoried, only 60 were missing, representing just .09% of that portion of the collection.



## YEAR IN REVIEW - LIBRARY FACULTY

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**LYNN A. BROCK.** *Director of Library Services*

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### Professional Activities:

- University:** University Archivist.  
**Copyright Communications Coordinator.** University website.  
**Compiler and Editor.**
- *Biblical Studies Center Building Proposal and Academic Facilities Development Strategy*
  - *Biblical Studies Center Building Program*
- Other:** **Indexer:** CHRISTIAN PERIODICAL INDEX (3 titles).  
*Association of Christian Librarians.*
- Strategic Ministry Planning Consultant:**
- *Calvary Baptist Church, Covington, Kentucky*
- Visiting Lecturer.** *History of the English Bible [including display of early English Bibles].* Xenia Christian High School. Xenia, Ohio. September 26, 2005.

### Committees:

- University:** Self-Study Steering Committee, 2004-Present  
**Chair.** Preparing for the Future Subcommittee. Self-Study Steering Committee, 2004-Present  
Deans Council, 1998-Present  
Technology Planning Committee, 1996-Present
- Other:** Library Council. Southwestern Ohio Council For Higher Education [SOCHE].  
Independent College and University Library Directors Group. OhioLINK. 1996-Present

### Memberships:

Academic Library Association of Ohio  
American Library Association  
Association of College and Research Libraries  
Association of Christian Librarians  
Society of American Archivists

### Conferences:

*Strategic Planning for Online Education.* Academic Impressions. Austin, Texas. January 25-27, 2006.

*Transforming versus Muddling: Disruptive Technologies.* OhioLINK Annual Director's Conference. Columbus, Ohio. March 17, 2006.

*Academic Libraries in a Googelized World.* SOCHE Library Council Conference. Dayton, Ohio. May 3, 2006.

*Celebrating the Past, Racing into the Future.* Association of Christian Librarians Annual Conference. Marion, Indiana. June 12-15, 2006.

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**JAN BOSMA.** *Associate Director of Library Services*

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Professional Activities:

***Other:***

**Director of Operations:** Association of Christian Librarians,  
1996-2006

**Membership Liaison.** Academic Library Association of Ohio, 1999 -

**Campus Lead Implementor.** OhioLINK

**Community: Trustee.** Greene County Public Library Foundation, 2002 -

**Board Member.** Cedarville Crossings, 2003 -

**Board Member.** Greene Community Foundation,  
2003 -

Committees

**University:** Self-Study Steering Committee, 2004-present  
Preparing for the Future Subcommittee. Self-Study Steering Committee, 2004-Present

Department Chair Committee, 1998-2006

Graduate Program Committee

***Other:***

Membership Advisory Team. Assn. of Christian Librarians

Website Team. Assn. of Christian Librarians

Marketing Team. *Assn. of Christian Librarians*  
*Community:* Marketing Team. Cedarville Opera House  
Member and volunteer. Dayton Art Museum

### Memberships

Academic Library Association of Ohio  
American Library Association  
Association of Christian Librarians  
Association of College and Research Libraries

### Conferences

*Introduction to blogging in libraries.* GCLC, Cincinnati, Ohio.  
Feb. 16, 2006.

*Technology Trends, 2006.* GCLC, Cincinnati, Ohio. March  
14, 2006.

*The Convergence of libraries, learning, and technology: open  
doors to the future.*

Ohio Digital Commons conference. Columbus, Ohio. March 5-7.  
2006.

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**CARL BRANDON.** *Assistant Library Director for Media Services*

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### Professional Activities:

**University:** Assistant to the President for Media Support.

**Interim Director.** Center for Teaching and Learning.

**Other:** **Presenter.** *Producing effective visual presentations.*  
Consortium of College and University Media Centers  
Conference. Portland, Oregon, October 2005.

**Presenter.** *Media considerations for university classrooms.*  
CCCU Technology conference. Cedarville, Ohio. May  
2006.

**Producer.** *Beyond the basics.* Photoshop Studio Techniques  
Seminar with Ben Wilmore.

Cedarville, Ohio. October  
2005.

**Producer.** *PowerPoint experience seminar* with Julie Terberg.  
Cedarville, Ohio. March 2006.

**Producer.** *Building Brilliant Brains DVD.* Families by Design.  
November 2005.

Committees:

**University:** Classroom Advisory Committee  
Faculty Committee to the President

**Other:** Chair. Program Committee. Greene County Children Services  
Grant Committee. Greene County Partnership for Success.  
End-Users Committee. International Communications Industry  
Association.

Memberships:

Consortium of College and University Media Centers  
International Communications Industries Association  
National Association of Broadcasters  
National Association of Photoshop Professionals  
National Foster Parent Association

Conferences:

*Consortium of College and University Media Centers annual conference.*  
Portland, Oregon. October, 2005  
*NAB Post Production Conference and Expo.* November, 2005  
*National Association of Broadcasters annual conference.* April, 2006  
*InfoCOMM.* Las Vegas, Nevada. June, 2006

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**JULIE DEARDORFF.** *Assistant Library Director for Collection Services*

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Professional Activities

**University:** **Faculty Mentor.** Junior Cedarville University Student  
**Judge.** Alpha Kappa Delta Poetry Contest, November 1, 2005,  
Cedarville University  
**Judge.** Christian Communicators of Ohio Speech & Debate  
Tournament, May 20, 2006, Cedarville University  
**Other:** **Member & volunteer.** Friends of the Dayton Metro Library.

- Presenter.** *All the World's a Stage: Promoting the Library*, ALAO Annual Conference, November 4, 2005, Columbus, Ohio
- Group Discussion Moderator.** *What to Do With Money*. Collection Management Interest Group Workshop, May 25, 2006, Granville, Ohio
- Presenter.** *Who Needs Marketing?...Libraries are Helpful and Free!* Association of Christian Librarians Annual Conference, June 14, 2006, Marion, Indiana.
- Presenter.** *Picture Book Update 2005-2006*, Association of Christian Librarians Annual Conference, June 15, 2006.

#### Committees

ALAO Collection Management Interest Group Planning Committee  
OhioLINK/CIRM Religious Studies Group  
Southwest Ohio Religious Studies Committee (SWORCs)

#### Memberships

Academic Library Association of Ohio  
American Library Association  
Association for Library Collections & Technical Services  
Association of Christian Librarians  
Collection Management Interest Group (ALAO)  
Ohio Valley Group of Technical Services Librarians (OVGTSL)

#### Conferences/Workshops

Eastern Great Lakes Innovative Users Group Annual Conference, September 16, 2005, Beavercreek, Ohio.

*How to Jump Start Your OhioLINK Subject Group*, October 27, 2005, Columbus, Ohio.

*Setting the Stage: New Roles for the Library*, ALAO Annual Conference, November 4, 2005, Columbus, Ohio.

*Picture Book Read-In*, February 17, 2006, Miamisburg, Ohio.

*GOBI Rocks workshop*, March 31, 2006, Yankee Book Publisher, Columbus, Ohio.

*Planting Seeds for Professional Growth*, ALAO Curriculum Materials Center Interest Group Workshop, May 19, 2006, Cedarville, Ohio

*Show Me the \$\$\$!: Exploring How Budgets Impact Collection Management*, ALAO Collection Management Interest Group Workshop, May 25, 2006, Granville, Ohio

*Celebrating the Past, Racing into the Future*. Association of Christian Librarians Annual Conference. Marion, Indiana. June 12-15, 2006.

Professional Activities

*University:* **Coordinator.** *LibQUAL+ 2005 national library assessment program representing Cedarville University*  
**Presenter.** *Evaluating Internet resources. A Writing Center Workshop. Cedarville University. October 2005.*  
**Presenter.** *Plagiarism & Paraphrases: How & When*

*to Integrate*

*Research into Your Writing. A Writing Center Workshop.*

*Cedarville University. October 2005 and February 2006.*

**Presenter.** *Real Research: How to use the EBSCO & Osearch Databases. A Writing Center Workshop. Cedarville University. March 2006.*

*Other:* **Presenter.** *All the world's a stage: promoting the Centennial Library. American Library Association of Ohio Annual Conference. November 2005.*

**Presenter:** *LibQUAL+ 2005: Using the Experience to Shape the Future. Association of Christian Librarians Annual Conference. Indiana Wesleyan University. Marion, Indiana. June 2006.*

*Presenter. Who needs marketing? Libraries are helpful and free!*

*Association of Christian Librarians Annual Conference. Indiana Wesleyan University. Marion, Indiana. June 2006.*

Committees

*University: University Assessment Committee, 2003-*

Memberships

*Academic Library Association of Ohio*

*Association of Christian Librarians*

Conferences/Workshops:

*Innovative Users Group conference, Eastern Great Lakes region. Wright State University. Dayton, Ohio. September 16, 2005*

*Setting the Stage: New Roles for the Library. Academic Library Association of Ohio Annual Conference. Columbus, Ohio. November 4, 2005*

*Practical Library Assessment: Applying the ACRL Standards for Libraries in Higher Education. OhioNET. Columbus, Ohio. March 15, 2006*

*Celebrating the Past, Racing into the Future. Association of Christian Librarians Annual Conference. Marion, Indiana. June 12-15, 2006.*

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**LYNNE M. FUNTIK. Senior Reference Librarian**

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Professional Activities

*University: Presenter. Evaluating internet resources: A how-to guide for researchers everywhere. Workshop presentation given for the Cedarville University Writing Center.*

*February 2006*

*Presenter. Real Research: How to use the EBSCO & Osearch Databases. A Writing Center Workshop. Cedarville University. March 2006.*

*Presenter. Where can I find it? Or how to use the Centennial*

*Library's databases. Workshop presentation given for the*

*Cedarville University Writing Center. March 2006.*

Other: **Poster session:** *Celebrating the Past, Documenting the Future: Creating a Librarian's Portfolio.* Association of Christian Librarians Annual Conference. Marion, Indiana. June 12- 15, 2006.

Committees

University: *Educational Policies Committee. 2001 - Discovery, and Application of Knowledge Subcommittee.*

Self-

*Study Steering Committee, 2004-Present*

Memberships

Academic Library Association of Ohio  
Association of Christian Librarians

Conferences/Workshops:

*Setting the State: New Roles for the Library.* Academic Library Association of Ohio Annual Conference. Columbus, Ohio. November 4, 2005

*Academic Libraries in a Googelized World.* SOCHE Library Council Conference. Dayton, Ohio. May 3, 2006.

*CCCU Technology Conference. Cedarville University. Cedarville, Ohio. May 31 - June 2, 2006*

*Celebrating the Past, Racing into the Future.* Association of Christian Librarians Annual Conference. Marion, Indiana. June 12-15, 2006.

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**GREG MARTIN.** *Curriculum Materials Center Librarian*

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Professional Activities:

*Bach Society of Dayton*

*Tutor. Miami Valley Pipes and Drums*

*Co-chair. ALAO Curriculum Materials Center Interest*



## Group

**Presenter.** *Best Children's Books for 2005.* Association of Christian Schools International. Dayton, Ohio. November 11, 2005

**Presenter.** *Best Children's Books for 2005.* Xenia [Ohio] Elementary Librarian and Library aides. January 27, 2006.

**Presenter.** *The care and feeding of library student assistants.* Association of Christian Librarians annual conference. Marion, Indiana, June 12-15, 2006.

**Presenter.** *Picture book update 2005-2006.* Association of Christian Librarians annual conference. Marion, Indiana, June 12-15, 2006.

## Memberships

Academic Library Association of Ohio (ALAO)

American Choral Directors Association

Association for Supervision and Curriculum Development

Association of Christian Librarians

Children's Literature Assembly of the National Council of

Teachers of English

Curriculum Materials Center Interest Group (ALAO)

Music Educators National Conference

Ohio Association for Supervision and Curriculum Development

Ohio Educational Library Media Association (OELMA)

## Committees

**University:** Teacher Education Program Advisory Council  
(Internal)

Teacher Education Program Advisory Council

(External)

*Other:* Steering Committee. ALAO Curriculum  
Materials Center Interest Group

Workshops

OhioLINK education subject group meeting. October 27, 2005  
Photoshop workshop. Cedarville University. November 30,  
2005  
Picture Book Read-In (Beavercreek, Ohio) – February 17,  
2006.  
OhioLINK regional briefing. Dayton, Ohio. May 15, 2006  
ALAO CMC Interest Group Spring Workshop. Cedarville  
University. May 19, 2006

Conferences

Eastern Great Lakes Innovative Users Group. Dayton, Ohio.  
September 16, 2005  
OELMA (Columbus, Ohio) – October 20-21, 2005.  
ALAO annual Conference. Dublin, Ohio – November 4, 2005.  
Association of Christian Schools International. Dayton, Ohio.  
November 11, 2005  
Association of Christian Librarians annual conference. Marion,  
Indiana,  
June 12-15, 2006.

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**RORY PATTERSON, *User Education Librarian***

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Professional Activities:

*University: Presenter. Evaluating internet resources: A how-to guide for researchers everywhere. Workshop presentation given for the Cedarville University Writing Center. October 2005 and February 2006.*

*Presenter. Where can I find it? Or how to use the Centennial Library's databases. Workshop presentation given for the Cedarville University Writing Center. March 2006.*

*Presenter. Information management resources from the Centennial Library. Cedarville University Faculty Staff sessions. August 2004.*

*Guest Lecturer. Archaeology at Ai: "Cultural Anthropology" (ANTH 1800) once in Spring and twice in Fall semesters.*

*Other: Presenter. Celebrating our Heritage: Racing into Ethics for Christian librarians. Association of Christian Librarians Annual Conference. Marion, Indiana. June 12-15, 2006.*

Committees:

*University: Student Learning and Effective Teaching Subcommittee. Self-Study Steering Committee, 2004-Present*

*Other: Organization and Bylaws Committee. Association of College and*

*Research Libraries, 2003 –  
Research and Publication Committee. Association of  
College and*

*Research Libraries, 2004 –  
Liberal Arts Section. Association of Christian Librarians.  
Fund-raising Committee. Greene County Public*

*Library*

*Foundation. 2004 –*

Memberships:

Academic Library Association of Ohio  
American Library Association  
Association of Christian Librarians  
Association of College and Research Libraries

Conferences/Workshops

*Setting the Stage: New Roles for the Library.* Academic Library Association of Ohio Annual Conference. Columbus, Ohio. November 4, 2005

*Racing into the Digital Future and Surviving Copyright.* Association of Christian Librarians Annual Conference pre-conference. Marion, Indiana. June 12, 2006.

*Celebrating the Past, Racing into the Future.* Association of Christian Librarians Annual Conference. Marion, Indiana. June 12-15, 2006.

Publications

“Connecting Ethics to Action: An Introduction to Ethical Decision Making.” *The Christian Librarian.* (49) Issue 1, 2006. pp. 2 – 8.

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**SUSAN WINN. *Reference Librarian***

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Memberships

Academic Library Association of Ohio  
Association of Christian Librarians

**NOTE: Susan was on maternity leave for most of the Spring semester and resigned as of June, 2006.**



# Tables

Table 1  
CENTENNIAL LIBRARY  
CEDARVILLE UNIVERSITY  
Use Statistics  
2005/2006

USE	2003/2004	2004/2005	2005/2006
<b>BY PATRON TYPE</b>			
Student:	51,801	49,020	45,276
Faculty	6,715	6,443	6,125
Staff	2,206	3,368	2,752
Non-college	706	857	976
Interlibrary Loan [a]	896	758	683[b]
Other	1,034	469	404
OhioLINK patrons	10,612	12,083	5,270[b]
<b>Total</b>	<b>73,970</b>	<b>72,999</b>	<b>61,486[d]</b>
<b>BY MATERIAL TYPE</b>			
Main Collection	42,939	43,163	34,903
CMC	10,628	12,107	10,735
AV Materials	4,257	3,947	3,572
Reserve materials [c]	6,426	5,157	5,535
Other	246	91	81
OhioLINK collection	9,474	8,534	6,660[b]
<b>Total</b>	<b>73,970</b>	<b>72,999</b>	<b>61,486</b>

Electronic reserve uses:	7,239	21,238	17,914
Interlibrary Loan books received	103	117	65[b]
ILL photocopy articles sent:	516	299	308[b]

ILL Loan photocopy articles recd:        1,203        940        704[b]

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<b>GRAND TOTAL USE</b>	<b>83,031</b>	<b>95,593</b>	<b>80,477[d]</b>
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[a] Includes only books sent, not books received nor photocopied articles sent or received. Total interlibrary loan requests filled, excluding OhioLINK, were 1,760.

[b] Total interlibrary services transactions were 13,690.

[c] Does not include electronic reserve use. [Total Reserve usage: 23,449]

[d] Drop in circulation primarily attributed to the change in loan priority status with OhioLINK resulting in a significant decrease in requests from OhioLINK for OhioLINK patrons--almost 7,000 less loans than in 2004/2005. Cedarville became a net lending institution and thus was placed in a lower priority group for receiving lending requests. For 2006/2007, Cedarville has again been placed in the high priority group--a net borrowing institution--which will result in lending levels to OhioLINK patrons returning to levels similar to 2004/2005.



**Table 2**  
**CENTENNIAL LIBRARY**  
**CEDARVILLE UNIVERSITY**  
**Library Collection Volumes**  
**2005/2006**

<b>Collection</b>	<b>2004/2005</b>	<b>Additions 2005/2006</b>	<b>With- drawals</b>	<b>2005/2006 Totals</b>	
<b>Main:</b>					
000	4,517	230	-159	4,588	
100	5,582	178	- 34	5,726	
200	28,463	925	-1,082	28,306	
300	29,372	1,261	-325	30,308	
400	1,776	48	-57	1,767	
500	7,556	232	-170	7,618	
600	10,930	628	-270	11,288	
700	11,547	397	-70	11,874	800
20,177	626	-87	20,716		
900	15,324	356	-114	15,566	
<b>Subtotal</b>	135,244	4,881	-2,368	137,757 *	
<b>Bound</b>					
<b>Periodicals:</b>	15,993	723		16,716 *	
<b>Microforms:</b>	21,396	1		21,397	

**Curr. Mat.**

**Center:**            15,247            1,054            -214            16,087 \*

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**GRAND TOTAL            187,880            6,659            -2,582            191,957**

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*\* Print collection: 170,561 volumes*

Table 3  
CENTENNIAL LIBRARY  
CEDARVILLE UNIVERSITY  
Library Media Collection/Units  
Main and CMC  
2005/2006

		<i>Added</i>	<i>Total</i>
<b>AUDIO</b>			
Tapes			1,302
Compact Disc	394		1,967
Phonorecord			1,037
<b>VISUAL</b>			
Slides		6,275	
Filmstrips			190
Charts			94
Transparencies			31
Teaching aids/Kits	32		550
<b>AUDIO-VISUAL</b>			
Computer Software/CD-ROM	36		767

Films		98
Videotape/disc/DVD	327	3,648
<hr/>		
<b>TOTAL</b>	<b>789</b>	<b>15,868 Units</b>

Table 4  
CENTENNIAL LIBRARY  
CEDARVILLE UNIVERSITY  
LIBRARY MATERIALS EXPENDITURES  
2005/2006

**Books:**

			<b><u>Totals</u></b>
Book budget:	\$194,344.68		
CMC:		13,333.50	
Archives/Special Collections	3,796.26		
<b>TOTAL</b>			<b>\$ 211,474.44</b>

**Periodicals:**

***Print Subscriptions:***

	Ebsco and Direct	126,172.73	
	Ebsco (CMC)		990.68
		Mfm only	
	332.27		
<b>Electronic Full-Text:</b>		48,802.00 *	
<b>TOTAL</b>			<b>176,297.68</b>

**Electronic Databases:**

**86,179.96 \***

**Preservation:**

Binding 7,120.16

**TOTAL**

**7,120.16**

**Multi-media/Computer software:**

AV Budget		24,857.21
CMC (includes kits/games/inst. materials)	3,194.88	
Archives/Special Collections	152.00	

**TOTAL**

**28,204.09**

**GRAND TOTAL**  
\$ 509,276.33

(2004/2005 \$ 486,084.13)

\* *Total electronic databases and resources:*    \$ 134,981.96  
           (2001/2002        \$ 66,805.96)  
           (2002/2003        90,240.09)  
           (2003/2004       105,782.51)  
           (2004/2005       126,270.66)

Table 5  
 CENTENNIAL LIBRARY  
 CEDARVILLE UNIVERSITY  
 Equipment/Furniture Purchases  
 2005/2006

DATE	NUMBER	EQUIPMENT		T	COST ACCOUN
7/18	3	Desk chairs	517	Lease	
8/18	2	PDA docking cradles	69	Lease	
8/11	10	Computers	7,450	Lease	
8/11	7	17" LCD monitors	1,470	Lease	
8/11	2	19" LCD monitors	600	Lease	
8/15		Wall panel system (Coll.Serv.)		2,838	Lease
8/22		AV Shelving	3,237	Lease	
9/6	49	Lounge chairs	65,220	Univ.	
9/12	8	Study chairs	3,422	Univ.	
9/28	19	End and drum tables	18,530	Univ.	
9/26		Furniture installation		1,673	Univ.
9/19		Laser scanner	1,745	Lease	
10/3		Kroy Printer/case	379	Video	
10/7		Satellite dish/installation		480	Lease
10/12		CD label printer		77	Daily receipts
10/13	2	Canon video camera/case		5,182	Lease
10/14	4	USB flash drives	253	Supplies	
10/15	9	Table lamps	881	Lease	
10/25		Solder station	190	Supplies	
10/30		Plasma screen system	9,370	Univ.	
10/14		Bookcase/hutch (Josh)	184	Lease	
11/12	2	Panasonic camcorder	1,360	Lease	
12/5	2	Paper cutter	681	Supplies	
12/12		Panasonic DP-C262S1H Copier	8,990	[5-year lease]	Agency
12/14		HP Officejet printer	400	Agency	
12/15	2	Sign holders	185	Archives	

1/7		Panasonic DVD Recorder		930	Lease
1/27		<i>HP460 printer/case</i>	<i>397</i>		<i>Lease</i>
3/13		<i>HP Laserjet printer</i>	<i>199</i>		<i>Lease</i>
3/17		Panasonic Fax machine	725		Lease
		<i>HP 4850 scanner</i>	<i>133</i>		<i>Lease</i>
		Air compressor/inflater		61	Video
6/15	3	<b>Task chairs [Reference]</b>		<b>1,211</b>	<b>Lease</b>
6/15		<i>HP Scanner</i>	<i>87</i>		<i>Supplies</i>
TOTAL			\$ 139,126		

<i>Italics:</i>	<i>Computer equipment:</i>	<i>13,259</i>
<b>Bold:</b>	<b>Furniture</b>	<b>97,898</b>
Regular:	AV & Office Equipment	27,969

# Exhibits



*Exhibit A*  
 Centennial Library  
 Professional Development Participants  
*Certificated or Credit Experiences*  
 2000/2001 to Present  
*[August 2006]*

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Although a number of Library faculty and staff have always regularly attended staff development workshops off-campus, a more intense effort at skill and knowledge development was begun during the 2000/2001 academic year. The following list reflects that accelerated level of staff development; some of these certificated or credit workshops and seminars involved education service providers like **OHIONET** and **OhioLINK**, as well as commercial providers like **New Horizons**. Unless otherwise indicated, each involved an entire day of training. Other professional development activities involved actual credit courses and licensing; they are so indicated. This list does not include conferences attended.

**Administrative Services**

*Jan Bosma*, Associate Director of Library Services  
 Excel 2000 - Level 1

		01/0 2
Introduction to Blogging In Libraries	05/06	
Licensing Electronic Resources - Part 1		
		03/0 4
Licensing Electronic Resources - Part 2		
		03/0 4
Technology Trends 2006		
		05/0 6

**Collection Services**

*Julie Deardorff*, Assistant Director for Collection Services  
 GOBI rocks workshop

05/0

III Millenium training	05/06	6
<i>Judy Boddy</i> , Assistant for Library Support Services [1996-2001] Advanced Dewey for Windows		00/0 1
<i>Greg Martin</i> , Curriculum Materials Center Librarian Adobe Acrobat software clinic		03/0 4
Digital Music		04/0 5
Masters program [Kent State University] courses and credit workshops: Internet search strategies [workshop] 03/04 Children's Literature [workshop]		03/0 4
03/04      Organization of Information [course]		03/0 4
Cataloging I [course]		
Access to Information [course]		03/0 4
Library Management [course]		03/0 4
Foundations of Library and Information Science [course]		04/05
Library materials and services for Children [course]		04/05
Selection and acquisition of library Materials [course]		04/05
<i>Linda Divan</i> . Senior Cataloger		

Advanced Dewey for Windows	00/01
ALAO: Serials and Video Cataloging	01/02
Cataloging Originals	01/02
Certified Computer Technician	01/02
Introduction to PC Hardware	
PC Repair and Troubleshooting	
PC Operating Systems	
<i>[courses - Clark State]</i>	
Computer Software Cataloging	01/02
Connexion Client Macros Training	05/06
Connexion Client Training	04/05
DDC22 has arrived	03/04
Descriptive Cataloging	00/01
Dreamweaver MX - Level 1	03/04
Dreamweaver MX - Level 2	03/04
Dewey and Dot	01/02
Dewey for Windows-Advanced Number Building	00/01
How do I Catalog those Squirrely Items	01/02
III Millenium Training	05/06
III System Administration Training	05/06
ILL Basics - FirstSearch Staff View	04/05
Internet Resources for Catalogers	<b>01/02</b>
Introduction to Web Dewey	01/02
Introduction to Windows XP	03/04
<i>[on-line course - Southern State]</i>	
OCLC Authority Files	00/01
OCLC CatMe	01/02
OCLC Searching - Advanced Techniques	02/03
Practical Excel Skills	05/06
Scores Cataloging	01/02
Video Cataloging	00/01
<i>Michal Bader, Staff Cataloger</i>	
Advanced Copy Cataloging	00/01
Advanced Descriptive Cataloging	01/02
Advanced Dewey for Windows	00/01
Advanced Serials Cataloging	04/05
ALAO: Serials and Video Cataloging	01/02
Basic Serials Cataloging	02/03
Book Repair - Hands On	01/02
Cataloging Originals	01/02
DDC22 has arrived	03/04
Descriptive Cataloging-Monographs	00/01
Dewey and Dot	01/02
Dewey for Windows-Advanced Number Building	00/01
III Millenium Training	05/06
Internet Resources for Catalogers	01/02

Introduction to Dewey for Windows	00/01
Introduction to Web Dewey	01/02
LC Subject Headings	00/01
Local Holdings Maintenance	05/06
More on Dewey and Dot	02/03
OCLC Authority File	00/01
OCLC CatMe	01/02
OCLC Union List Local Holdings Maintenance	05/06
Serials Holdings	05/06
Sound Recordings Cataloging	03/04
Video Cataloging	00/01
<i>Kathy Perry, Collection Services Technical Assistant [2000 - 2001]</i>	
Descriptive Cataloging-Monographs	00/01
LC Subject Headings	00/01
OCLC Copy Cataloging	00/01
OCLC Rookie	00/01
OCLC Searching	00/01
<i>Margaret Dillon, Serials Technical Assistant [2002-2005]</i>	
Dewey and Dot	01/02
Windows XP - Level 1	03/04
Windows XP - Level 2	03/04
<i>Rachel Johnson, Collection Services Technical Assistant [2001- ]</i>	
Advanced Copy Cataloging	01/02
Cataloging Fundamentals	01/02
Dewey and Dot	01/02
III Millenium Training	05/06
Introduction to Copy Cataloging	01/02
More on Dewey and Dot`	02/03
Windows XP - Level 1	03/04
Windows XP - Level 2	03/04
<i>Laura LeMaster, Serials Technical Assistant [2005- ]</i>	
Dewey Easy	05/06
III Millenium Training	05/06
<b>Media Services</b>	
<i>Joe Blakey, AV Services Technician [2003-2005]</i>	
ICIA Certified Technology Specialist Rating [On-line Course]	04/05
<i>Carl Brandon, Assistant Director for Media Services</i>	
Adobe Software Clinic	01/02
Electronic Publishing	00/01
Photoshop 6.0	00/01

Photoshop		02/03
Photoshop training conference		03/04
Photoshop training conference		04/05
<i>Terry DeLong, AV Services Office Coordinator [1999-2006]</i>		
Access 2000 - Level 1	01/02	
Access 2000 - Level 2	01/02	
Excel 2000 - Level 1		01/02
<i>Scott Deetz, AV Services Manager</i>		
Dreamweaver MX - Level 1		03/04
Dreamweaver MX - Level 2		03/04
Excel 2000 - Level 1		01/02
Facilities Design for Universities		04/05
FileMaker Pro 5.0 - Level 1		01/02
H.323 Videoconferencing Specialist		01/02
ICIA Certified Technology Specialist Rating		00/01
<i>[On-line Course]</i>		
ICIA Certified Technology Specialist Rating		03/04
<i>[On-line Course]</i>		
CTS Design School On-line		03/04
<i>[On-line Course]</i>		
Sharp Technical Seminar		02/03
<i>Dara Fraley, Production Specialist [1996-2006]</i>		
Adobe Software Clinic		01/02
AVID Certified Training: Editing with AVID		
Xpress Pro and DV		04/05
<i>[One-week Conference Course]</i>		
Illustrator 9 - Level 2		01/02
Photoshop 6.0 - Web Production		01/02
Text Analysis Course - Regent University		00/01
<i>[On-line Course]</i>		
<i>Josh Heinrich, AV Services Technician</i>		
ICIA Certified Technology Specialist Rating		05/06
<i>[On-line Course]</i>		
<i>Dianne Seals, MRC Graphics Assistant</i>		
Adobe Software Clinic		01/02
Advanced Photoshop 5.5		00/01
<i>Patty Stutes, MRC Manager</i>		
Adobe Software Clinic		01/02
Beginning Word 2000	00/01	
Excel 2000 - Level 1		01/02
Excel 2000 - Level 2		02/03

Excel 2000 - Level 3	03/04
Microsoft Introduction	00/01
Microsoft Office Specialist <i>[On-line Test]</i>	02/03
Word 2000 - Level 2	01/02
Word 2000 - Level 3	02/03
<i>Wesley Warriner, AV Services Senior Technician</i>	
Essentials of Crestron Programming <i>[One-week course]</i>	05/06
Essentials of the AV Industry                      01/02 <i>[On-line Course]</i>	
ICIA Certified Technology Specialist Rating <i>[On-line Course]</i>	01/02
ICIA Certified Technology Specialist Rating <i>[On-line Course]</i>	04/05
ICIA Certified Technology Specialist: Installation	04/05
ICIA Lead Technician and Installation Certification <i>[One-week Conference Course and Certification Test]</i>	04/05
Sharp Technical Seminar	02/03

## Reader Services

<i>Tonya Fawcett, Assistant Director for Reader Services</i>	
Digital Music	04/05
Practical Library Assessment	05/06
<i>Lynne Funtik, Senior Reference Librarian</i>	
Subject Specialty Workshop	00/01
Invisible Web	03/04
<i>Luann Nicholas, Interlibrary Services Coordinator</i>	
ILL Basics using WorldCat	04/05
<i>Tricia Walker, Reader Services Technical Coordinator</i>	
Adobe Software Clinic	01/02
Advanced Photoshop	00/01
Dreamweaver MX - Level 1	03/04
Dreamweaver MX - Level 2	03/04
Flash 5 - Level 1	01/02
Flash 5 - Level 2	01/02
Web Development with Cascading Style Sheets	03/04
<i>Susan Winn, Reference Librarian [2000-2006]</i>	
Advanced Descriptive Cataloging	01/02
Advanced Dewey for Windows	00/01

Descriptive Cataloging - Monographs	01/02
Dewey for Windows-Advanced Number Building	00/01
Digital Music	04/05
Introduction to Web Dewey	01/02
LC Subject Headings	00/01
OCLC Authority File	00/01
OCLC CatMe	01/02
Relational Database Design	03/04
Subject Specialty Workshop	00/01

staff/staff.development.2000-

## *Exhibit C*

Centennial Library

Cedarville University Archives and Library Special Collections

*Annual Report of the University Archivist*

2005/2006

### Introduction

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This year was an unusual year in that for almost five months, February to June, I was unable to get into the Archives to do the regular work except for answering specific reference questions. This situation was caused by my involvement with the development of the academic strategy and plan, the preparation of the academic facilities development strategy, my participation in the self-study process in leading the writing of one of the chapters, and the research for and preparation of the Biblical Studies Center proposal and building program.

Even with reduced time in the archives, the year still involved the following:

Processing a steady addition of items into the Archives and Special Collections.

Answering research questions from University staff and patrons outside the University.

Continuing work on the development of the *Bible Heritage Collection*, including the preparation of a number of displays and presentations.

### Archives: Year's Work at a Glance

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A. Added 254 individual items and 1 box of materials to the collection

B. The items added to the Archives included 16 books and media published by University faculty and alumni.

C. Continued to update a number of the CUA Guides which are posted on the Archives web site.

D. Filled a number of research requests from University departments and those outside the University. These requests led to research being done on the following:



*Honorees for the Athletic Hall of Fame*  
*Information on Cedarville College football*  
*History of the Cedarville Carnegie Library*  
*Documentation on the development of the Honors program*  
*Documentation on the academic re-organization process*  
*History of the Cedarville student newspaper*  
*History of Charter Day*  
*Photos for the SSC Legacy Wall*

### **Special Collections: Year's work at a glance**

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A. Another item of historical interest was been purchased for the ***Centennial Library Bible Heritage Collection***. A quarto version of the **Rheims New Testament**, a first edition published in 1582, was been added to the collection. By the 1580's, the Roman Catholic Church had lost the battle to suppress English language translations of the Bible. Thus, the Church of Rome determined that they would at least have their own official Roman Catholic English translation. Using the Latin Vulgate as a source text, the Rheims New Testament was published in 1582. Because it was translated at the Roman Catholic College in the city of Rheims, France, it was known by that name. The Roman Catholic English Old Testament, called the Douai, because it was translated at the Roman Catholic College in the city of Douai, France, was completed in 1609. The combined project is now commonly referred to as the Rheims-Douai Version.

B. Made **presentations on the history of the English Bible** along with the display of items from the ***Bible Heritage Collection*** at Xenia Christian High School. Four classes taught, 9<sup>th</sup> through 11<sup>th</sup> grade.

C. Items from the ***Bible Heritage Collection*** were part of the **University display at the Southern Baptist Convention** in Greenville, South Carolina. From June 11 to 13, most of the English Bible leafs and complete volumes in the Bible Heritage Collection were on view. I completed new signage for the display, prepared the collection for shipment, instructed University personnel in the handling of the materials at the Convention, and completed an orientation about the collection with those individuals who would be interacting with those attending the Convention.

D. In support of the **National Library Week activities**, placed on display the English Bibles from the ***Bible Heritage Collection***.

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Cedarville University Archives and Special Collections  
2005/2006 Budget Report

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Salary		\$ 9,115.00
Copier		
	180.22	
Memberships	70.00	
Archives/Special Collections items		3,674.87
Supplies	409.09	
<b>TOTAL</b>	<b>\$ 13,449.18</b>	

archives/archives.report.2006